

MINUTES OF A REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE:

Tuesday, March 14, 2017

TIME:

6:00 p.m.

PLACE:

San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT:

San Juanita Sanchez, Mayor
Mario Garza, Mayor Pro-Tempore
Jesus Ramirez, Commissioner
Pete Garcia, Commissioner
Javier Villalobos, City Attorney

MEMBERS ABSENT:

Raudel Maldonado, Commissioner

STAFF PRESENT:

Benjamin Arjona, City Manager
Palmira Cepeda, Interim City Secretary
Juan Gonzalez, Chief of Police
Oscar Cuellar, San Juan EDC Director
Pablo Garza, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Sesin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Hussein Bakka, Director of Information Technology

GUEST: Cris Vela with First Southwest Financial Advisors

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor San Juanita Sanchez called meeting to order at 6:00 p.m.

II. INVOCATION

Benjamin Arjona, City Manager led the invocation.

III. PLEDGE OF ALLEGIANCE

Mayor San Juanita Sanchez led the Pledge of Allegiance.

IV. PRESENTATIONS

- a. Presentation on Departmental Reports: Department of Planning and Zoning, Department of Parks and Recreation, San Juan Memorial Library, Department of Sanitation. (Benjamin Arjona, City Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked Armandina Sesin, Library Director to give her an update on the literacy program. Ms. Sesin stated that the Rio Grande Literacy Center was having GED classes at the San Juan Memorial Library Monday through Thursday from 12:00pm to 3:00 pm with an average of eight students. Mayor Sanchez asked if the computer classes were still happening and Ms. Sesin replied they were on Tuesday and Thursday from 10:00 am to 12:30 pm.

Mayor Sanchez asked Carmen Gonzalez, Director of Sanitation for an update of the brush pick up. Ms. Gonzalez stated that she was currently working on the southwest side of the city. She also mentioned that her department was behind due to the holidays and bad weather. Mayor Pro-Tempore Mario Garza asked when the sweeper was being used and Ms. Gonzalez replied that they were first scraping the streets since using the sweeper alone would result in breaking the machine.

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Mayor San Juanita Sanchez stated that she had received complaints regarding the Parks and Recreation Department. She mentioned that a player did not receive his shirt on time and that some players were being selected to create a select team. Patrick Willingham, Director of Parks and Recreation stated that they would have a draft to better see the player and the coaches pick their players. He went on to say that they had ran into some problems because some of the girls basketball coach shirts were mixed with the boys basketball shirt and the coaches received their shirts late. Commissioner Jesus Ramirez asked if they were using software to create schedules and Mr. Willingham replied that they were using recdesk to create the schedules.

V. PUBLIC HEARING/ORDINANCES

- a. Consider an Ordinance in First Reading for a Rezoning Request from Single-Family Residence District (R-S) to General Business District (C-S) of the East 100 feet of a 1.78 acre tract of land out of Lot 14, Block 8, John Closner Subdivision, located at the Northeast corner of Raul Longoria and Eldora Road, as Requested by Aziz Quick Stop, LLC. (Xavier Cervantes, Director of Planning)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Xavier Cervantes, Director of Planning gave presentation.

Mr. Cervantes stated that Aziz Quick Stop was requesting to rezone the remaining property to commercial property. He mentioned that a conditional use permit would be required in order to build a gasoline station and the project would generate jobs and sales taxes. It was presented to the Planning Commission Board on March 2nd and they unanimously approved it. Mayor Sanchez opened the floor for discussion at 6:16 pm and asked if there were any members of the public that were for or against. She continued by also asking the Commission if they were for or against. Commissioner Pete Garcia asked if Mr. Treviño was present and proceeded to ask if he was aware that we would be needing a permit from the school district for the sale of alcohol since there was a school nearby. Mr. Cervantes stated that he checked with TABC and they said it was up to the City and even if the school district didn't approve all they needed was the City's approval. Mayor Sanchez closed the comments at 6:25 pm.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Mayor Pro-Tem Mario Garza. Motion passed. (4-0)

VI. DISCUSSION AND POSSIBLE ACTION TO THE FOLLOWING MATTERS:

- a. Consider Approval of a Budget Amendment to the Fire Department Budget for Machine, Equipment and Other Equipment and Vehicles. (Tirso Garza, Fire Chief)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Tirso Garza, Fire Chief stated that some of the equipment could not be insured because it was very old. Mayor Sanchez asked if he had a price on how much it would cost and Chief Garza replied that he had a quote of \$36,000 just for the rescue tools.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

- b. Consider the Approval of a Budget Amendment in the Amount of \$42,000 to Increase the Vehicle Line Item 22-700-7951. (Carmen Gonzalez, Director of Sanitation)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Benjamin Arjona, City Manager stated that if they could take no action and the item would be brought back at a later time.

- c. Consider the Approval of a Budget Amendment in the Amount of \$10,000.00 out of State Forfeiture Fund Balance to Police Department State Forfeiture Budget. (Juan Gonzalez, Chief of Police)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Juan Gonzalez, Chief of Police stated that the \$10,000 was money that was already allocated to his Department. He would be using the money for travel and training and every two years his staff would be required to do 40 hour trainings. Mayor Sanchez asked Pablo Garza, Finance Director if the money was available and Mr. Garza replied that the current balance of \$219,000 was for the Police Department. Mayor Sanchez asked if there were any questions and for a motion.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (4-0)

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VII. CONTRACTUALS/RESOLUTIONS

- a. Consider Authorizing the City Manager to add Additional Vehicles to Series 2017 Bond Issuance Including Three (3) Refuse Trucks for the Department of Sanitation and One (1) Fire Truck for the Fire Department. (Benjamin Arjona, City Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked Benjamin Arjona, City Manager to further explain. Mr. Arjona stated that they were having a need of vehicles in the Sanitation and Fire Department. Cris Vela, financial advisor stated that they cannot exceed \$10 million issuance in one calendar year so Mayor Sanchez asked if there would be enough funds without going into the reserved monies. Mr. Vela confirmed that the expense could be made since it would not exceed the amount. He also stated that net revenues of the City's Sanitation fund would allow the City to fund the three sanitation trucks without impacting the existing rates. In reference to supporting the funding of the fire truck, the City would need to allocate about \$8,000 additional annual funds on top of the already budgeted \$44,000 from the Fire Department. Commissioner Ramirez asked Mr. Arjona, City Manager if there were any additional monies left from completed projects that could be used towards the purchase of the fire trucks and Mr. Arjona replied that the money that was available had been committed for street improvements which would cost an additional \$500,000.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

- b. Consideration and Approval of a Resolution Approving the City's Plan of Finance Pertaining to the Contemplated Issuance of Obligations to Be Designated As "City of San Juan, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2017"; Authorizing the City Staff and the City's Financial Advisors and Bond Counsel to Proceed With This Plan of Finance; and Authorizing Other Matters Related to the Foregoing. (Cris Vela, Financial Advisor)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked for motion.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (4-0)

- c. Consideration and Approval of a Resolution Relating to Establishing the City's Intention to Reimburse Itself for the Prior Lawful Expenditure of Funds Relating to Constructing Various City Improvements from the Proceeds of Tax-Exempt Obligations to be Issued by the City for Authorized Purposes; Authorizing Other Matters Incident and Related Thereto; and Providing and Effective Date. (Pablo A. Garza, Director of Finance)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked for motion.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

- d. Consideration and Approval of a Resolution by the City Commission of the City of San Juan, Texas Authorizing and Approving Publication of Notice of Intention to Issue Certificates of Obligation; Complying with the requirements Contained in Securities and Exchange Commission Rule 125c2-12; and Providing an Effective Date. (Pablo A. Garza, Director of Finance)

DISCUSSION: Mayor San Juanita Sanchez presented the item and asked for motion.

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

- e. Consider Authorizing the City Manager to Enter Into a Purchase Agreement with Hall-Mark from Cleburne, Texas, a State Contract Vendor Under the Buy Board Program, for a 2017 E-One Custom Pumper with Typhoon Chassis, in the Amount of \$433,760.80. (Tirso Garza, Fire Chief)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Tiro Garza, Fire Chief mentioned that as per Pablo Garza, Director of Finance he needed to add this truck to item A and the total amount would be \$483,760.80. Mayor Sanchez acknowledged the amendment and asked for a motion to approve.

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Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

- f. Consider Authorizing the City Manager to Enter into Contracts for Geotechnical Engineering Services. (Xavier Cervantes, Director of Planning)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Xavier Cervantes gave the presentation stating that on February 14, 2017 the City Commission approved three engineering firms. He mentioned that the contract had been placed on their packets for review. Mayor Sanchez asked Javier Villalobos, City Attorney if he had already reviewed the contract and Mr. Villalobos replied that he had.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (4-0)

- g. Consider Selection of Comprehensive Consulting Services for a Comprehensive Study Regarding a Compensation Plan, Job Descriptions and Personnel Policies and Procedures. (Rene J. Jaime, Purchasing/ Risk Manager)

DISCUSSION: Mayor San Juanita Sanchez presented the item and Rene Jaime, Purchasing/Risk Manager stated that during the January 10th meeting the City Commission voted for an extension of three weeks for a request for qualification since his Department had only received one response. The RFQ closed on February 3rd and there were a total of three RFQs that were submitted. Mayor Sanchez asked if there were any companies present and Mr. Jaime responded that Lynn Ross and Galloway were on standby via skype along with the Leadership Resource Group to do a presentation. Nancy Davison with Davison and Associates via skype stated that she does human resource consulting's for municipalities and other public entities. She has over 20 years of experience and Lynn Ross is the current attorney for the civil service of Eagle Pass, Texas. Ms. Davison stated that she along with Ms. Ross have written many policies for numerous cities and they are the most qualified to conduct the survey.

Mayor Sanchez inquired on the tools they would be utilizing when conducting the study and Ms. Davis replied that they would evaluate the jobs to the existing job descriptions. Mayor Sanchez asked what the time frame would be since the company is not local and they would have to work closely with the Human Resources Director and the City Manager and eventually meet with staff. Ms. Davis responded that she would need more information and that she would communicate via skype and phone and also be on site as much as possible. Mayor Sanchez thanked Ms. Davis and informed her that Mr. Arjona, City Manager would be contacting her after a decision had been made.

Arnoldo Mata with the Leadership Group gave a presentation and stated that he had worked with the City before on two different occasions and that he understands what the needs are. He mentioned he had over 30 years of experience in management and administration in various levels and he would first see what positions the City had as well as what the needs were. Mr. Mata estimated it would take about six months to complete the study. Commissioner Pete Garcia asked that if they would be able to determine if the City was understaffed in certain departments and Mr. Mata replied that they would.

Mayor Sanchez asked Adelaida Cordero, Director of Human Resources what were her thoughts on the issue and Ms. Cordero replied that she would prefer someone with civil service experience since both Fire and Police Departments have some items that are unclear. Mayor Pro-Tempore asked if the civil service attorney can handle those types of situations. Ms. Cordero replied that they could do it too but not for the wages. Mayor Sanchez stated that she felt Lynn Ross and Galloway had a higher level of expertise in civil service and that is what the City needed.

Motion was made by Commissioner Jesus Ramirez to approve and seconded by Commissioner Pete Garcia. Motion passed. (4-0)

- h. Consider Authorizing the City manager to Enter Into a Lease Purchase Agreement with Hall-Mark from Cleburne, Texas, a State Contract Vendor Under the Buy Board Program, for a 2017 E-One Custom Pumper with Typhoon Chassis, in the Amount of \$433,760.80 (Tirso Garza, Fire Chief)

DISCUSSION: Mayor Sanchez presented the item and stated no action would be taken.

VIII. CONSENT AGENDA

- a. Budget Expenditure Report As of January 31, 2017 (Pablo A. Garza, Director of Finance)

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DISCUSSION: Mayor San Juanita Sanchez presented the item and asked the Commission if there were any particular questions for Pablo Garza, Director of Finance. Mayor Sanchez went on to say that she would like for Mr. Garza to make sure that the professional services were at the maximum.

Motion was made by Commissioner Pete Garcia to approve and seconded Commissioner Jesus Ramirez. Motion passed. (4-0)

IX. EXECUTIVE SESSION 7:48 P.M.

- a. The City Commission will convene in Executive Session, in Accordance with the Texas Open Meeting Act, Vernon's Texas Statutes and Codes Annotated, Government Code, Chapter 551 et seq:

1. Pursuant to Sec. 551.072 DELIBERATIONS ABOUT REAL PROPERTY. Discussion and Possible Action Regarding Real Matters Being a 260,000 square foot or 5.9688 acre tract of land situated in the City of San Juan, situated in Lot 23, M.L. Woods Subdivision.
2. Pursuant to Sec. 551.071 PRIVATE CONSULTATION WITH ATTORNEY. Discussion and Possible Action Regarding Easement Issues.

X. RECONVENE 7:59 P.M.

DISCUSSION: Mayor San Juanita Sanchez asked if there was an approval as recommended in executive session for item A-1

Motion was made by Commissioner Pete Garcia to approve and seconded by Commissioner Jesus Ramirez. Motion passed. (4-0)

DISCUSSION: Mayor San Juanita Sanchez stated that there was no action for item A-2 and asked for a motion to adjourn.

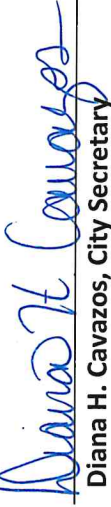
XI. ADJOURNMENT 8:00 P.M.

Commissioner Pete Garcia motioned to adjourn meeting and seconded by Mayor Pro-Tempore Mario Garza. Motion passed. (4-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:


Diana H. Cavazos, City Secretary